



No.A-16(1-A): 3350

Date: 07.08.2026

NOTICE

RE-ADMISSION OF 2ND & 3RD YEAR (U.G.) AND 2ND YEAR (P.G.) STUDENTS FOR THE ACADEMIC SESSION 2024-25 & 2025-26

All students of 2nd & 3rd Year (U.G.) and 2nd Year (P.G.) Regular & Self-Financing Mode Courses are hereby informed that, as per the instructions of the Higher Education Department, Government of Odisha, the **Online Re-admission process for the Academic Session 2026-27** shall be conducted through the **SAMS Portal**. (Ref. H.E. Letter No-41499// Dated-01-08-2026)

Under the “Gyanodaya – Shikshya Ru Samruddhi” Scheme, eligible students pursuing Regular Mode programmes in eligible institutions shall be entitled to waiver of re-admission fees, except **Examination Fees**, subject to fulfilment of the prescribed eligibility conditions.

Students are therefore directed to follow the instructions given below:

1. The **Online Re-admission Request Module** will be available in the student login from **05.08.2026 at 04:00 P.M.** and shall remain open up to **28.08.2026 at 11:45 P.M.**
2. Students must log in to the **SAMS Portal** using their existing **User ID and Password** and verify their displayed admission details carefully.
3. Students are required to indicate their **75% attendance status**, provide online consent to the attendance condition and other applicable terms and conditions, and submit the **Online Re-admission Request**.
4. The re-admission request will be reflected in the College **SAMS e-Space** for verification and approval by the concerned authorities.
5. Students must ensure that they fulfil all prescribed eligibility conditions, including the **minimum 75% attendance requirement**, subject to relaxation, if any, permitted under the Operational Guidelines.
6. **Regular Mode students:** Eligible students covered under the Scheme shall **not be required to pay re-admission fees**, except the prescribed **Examination Fee**.
7. **Self-Financing Mode students:** Re-admission fees shall continue to be collected as per the approved fee structure. However, the re-admission process shall also be completed through the **SAMS Portal**.
8. Students are advised to complete the online re-admission process **within the prescribed timeline without fail**. Failure to complete the process through the SAMS Portal may affect their eligibility for the applicable benefits under the Scheme.

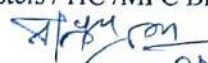
All students concerned are requested to treat this matter as **URGENT** and complete their Online Re-admission Request within the stipulated date and time.

All HoDs & Course Co-ordinators are requested to circulate this Notice among the students of their respective Whatsapp Groups and ensure wide dissemination of the information.

Memo No: 3351 // Date 07.08.2026

Copy to Students Notice Boards/ Administrative Bursar / Academic Bursar / All HoDs of Different Departments /In-charge, e-Admission / CoE/ Suptd. of all Hostels / HC /MPC Breaking News for information & necessary action.


Principal, 07/08/26
M.P.C. Autonomous College
Takhathpur, Baripada
MAHARAJA PURNA CHANDRA
TAKHATPUR, BARIPADA.


Principal, 07/08/26
M.P.C. Autonomous College
Takhathpur, Baripada
MAHARAJA PURNA CHANDRA
TAKHATPUR, BARIPADA.


07/08/26



**GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT**

No.: 41499 /HE, Dated: 01 /08/2026
HE-PTC-SAMS-0001-2023

From

Smt. Mousumi Nayak, OAS (S)
Joint Secretary to Government

To

The Chairman P.G Council (All State Public Universities imparting U.G. & P.G. Courses) coming under Higher Education Department

The Principals (All Government / Aided/ Un-Aided Colleges imparting U.G. & P.G. Courses) coming under Higher Education Department

Sub: Guidelines for re-admission for 2nd & 3rd Year students admitted into U.G. courses and 2nd Year students admitted into P.G. courses under SAMS, and extension of fee waiver under "Gyanodaya - Shikshya Ru Samruddhi" scheme to the re-admission fees, for the Academic Session 2026-27

Madam/ Sir,

In inviting a reference to the subject cited above, I am directed to inform you that with effect from the Academic Session 2026-27, Government of Odisha has approved implementation of "Gyanodaya - Shikshya Ru Samruddhi" scheme, providing free education to eligible students pursuing U.G. & P.G. courses in Regular Mode programmes at the State Public Universities, Government Colleges and Non-Government Aided Colleges participating under SAMS.

Accordingly, it has been decided that the benefit of the Scheme shall also be extended to the **re-admission fees** payable by the eligible students of **2nd and 3rd Year U.G. Courses and 2nd Year P.G. Courses** pursuing Regular Mode programmes in the aforesaid HEIs. All the fees payable to the institution at the time of re-admission, **except the Examination Fees**, shall be borne by the Government and released directly to the concerned HEIs in accordance with the fund flow mechanism prescribed under the Operational Guidelines of the Scheme. Therefore, all eligible HEIs are hereby instructed **not to collect the re-admission fees, other than the Examination Fees, from the eligible students** for the Academic Session 2026-27.

It may further be noted that, previously, re-admissions were being processed by the institutions at their own end, with data entry on the SAMS Portal undertaken after completion of the process. From the Academic Session 2026-27, **the entire re-admission process shall be conducted online and in real time through the SAMS Portal** for all the students admitted in both Regular and Self-Financing Mode.

The detailed procedure and operational instructions to be followed by the students and the Higher Education Institutions are outlined below.

- 1) **Applicability of Fee Waiver:** The fee waiver under the Scheme shall be applicable only to the eligible students pursuing Regular U.G. and P.G. courses in eligible institutions covered under the Scheme. Accordingly, the Government shall release the approved re-admission fees only to such eligible institutions. Re-admission fees in respect of Self-Financing Courses and institutions not covered under the Scheme shall continue to be collected from the students as per the existing procedure, though the re-admission process shall be completed through the same online module.
- 2) **Quantum of Fees Reimbursable:** The re-admission fees reimbursable by the Government shall be limited to the re-admission fees actually charged by the institution from students during the Academic Session 2025-26. **Any upward revision of fees effected during the Academic Session 2026-27 shall not be reimbursed by the Government.**
- 3) **Upload of Fee Structure:** Every institution shall upload on the SAMS Portal the fee structure actually charged from students during the Academic Session 2025-26, if not already done. The fee structure so uploaded shall be the sole reference for release of Government assistance towards re-admission fees, and no release shall be made in respect of an institution that has not uploaded its fee structure.
- 4) **Student Login and Submission of Re-admission Request:** The admitted students shall use their existing User ID and Password to log in to the SAMS Portal and submit their online re-admission request. All the students admitted under both **Regular Mode** and **Self-Financing Mode** programmes shall be required to log in using their existing credentials. Upon login, the Portal shall automatically display the student's admitted institution, course, admitted subject, mode of the programme, academic year and previous admission details. After verifying the correctness of the displayed information, the student shall indicate whether he/she has maintained the prescribed attendance during the previous academic session (75% Attendance - Yes/No), record online consent to the attendance condition and to all other terms and conditions of the Scheme, and submit the online re-admission request.
- 5) **Verification and Approval by HEIs:** The re-admission requests submitted by the students shall be reflected in the respective HEI's e-Space in real time. The concerned institution shall verify the student's particulars, the attendance status, and the student's appearance in and qualifying at the examination of the previous academic year, and approve the re-admission request. Where the results of the previous examination have not been declared, the request may be approved provisionally, subject to the outcome of the result. Where necessary, the institution may correct the attendance status if the information furnished by the student is found to be incorrect.

6) Release of Government Assistance: Upon approval by the concerned HEI, the verified re-admission data shall be made available to the Higher Education Department for release of the admissible re-admission fees to the eligible institutions in accordance with the prescribed fund flow mechanism.

7) Attendance-linked Benefit: The benefit of the fee waiver under the Scheme shall be available only to the students who fulfil all the prescribed eligibility conditions, including maintaining the mandatory minimum **75% classroom attendance**, subject to any relaxation permitted under the Operational Guidelines. Students who fail to maintain the prescribed minimum attendance during any quarter of the academic session shall become ineligible to receive the remaining benefits under the Scheme from that quarter onwards. Any balance re-admission fee payable thereafter shall be borne by the concerned student and paid to the institution in accordance with the approved fee structure.

8) Refund of Re-admission Fees Already Collected: Where an eligible institution has already collected the re-admission fees from a student prior to issuance of these instructions for the Academic Session 2026-27, the amount so collected shall be refunded by the concerned institution to the respective student as per fees fixed. If HEI increased their fees for 2026-27, differential fees will be refunded by college to students.

All Higher Education Institutions are hereby directed to complete the verification and approval of re-admission requests through their respective SAMS e-Space within the prescribed timeline. The re-admission module is an integral component of the implementation of NEP-2020 and is essential for maintaining accurate student records, academic progression and implementation of the “Gyanodaya” scheme. Accordingly, completion of the re-admission process through the SAMS Portal shall be **mandatory** for all eligible institutions.

Any institution failing to comply with these instructions shall be liable to be excluded from financial assistance and other benefits extended by the Higher Education Department. Further, no admission fee reimbursement under the Scheme or release of SAMS Society funds, including Admission Fee and CAF Fee, shall be made in respect of institutions that fail to complete the re-admission process through the SAMS Portal. All other conditions mentioned in operational guideline will be mandatory.

The Re-admission Request and verification Module shall be made available in the student login as well as in the respective HEI e-Space from 05.08.2026 (04:00 PM) and shall remain open up to 31.08.2026 (11:45 PM) for all eligible U.G and P.G. Courses.

After completion of the re-admission process, if any seats remain vacant, such vacancies may be considered for admission under the Multiple Entry and Multiple Exit framework. Accordingly, the Government may issue a fresh advertisement for filling up the vacant seats in 2nd and 3rd Year U.G. Degree Courses and 2nd Year P.G. Courses.

This is for your kind information and necessary action.

Yours faithfully,


Joint Secretary to Govt.

Memo No. 41500 /HE, Dated: 01 /08/2026

Copy submitted to the P.S to Hon'ble Minister, Higher Education for kind information of Hon'ble Minister, Higher Education.


Joint Secretary to Govt.

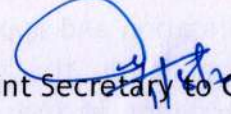
Memo No. 41501 /HE, Dated: 01 /08/2026

Copy submitted to the P.S. to Commissioner-Cum-Secretary, Higher Education Department for kind information of Commissioner-Cum-Secretary.


Joint Secretary to Govt.

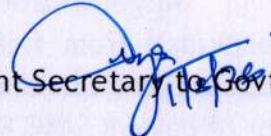
Memo No. 41502 /HE, Dated: 01 /08/2026

Copy forwarded to the General Manager, OCAC for kind information with a request to take steps for developing the re-admission module and uploading this letter in the SAMS U.G. & P.G. Portals.


Joint Secretary to Govt.

Memo No. 41503 /HE, Dated: 01 /08/2026

Copy forwarded to All RDEs (Bhubaneswar/ Sambalpur/ Berhampur/ Balasore/ Jeypore) for kind information with a request to circulate this letter among the HEIs under their jurisdiction and to ensure its mandatory adoption.


Joint Secretary to Govt.



SAMS
Student Academic Management System

GOVERNMENT OF ODISHA

Higher Education Department

USER MANUAL

**Re-Admission of 2nd and 3rd Year Students Admitted to
U.G. Courses**

for the Academic Sessions 2024-25 and 2025-26

Student Academic Management System (SAMS)

APPLICABLE TO	Students of 2nd and 3rd Year U.G. Courses (Regular and Self-Financing Mode)
MODE OF PROCESS	Online, through the SAMS Portal
ISSUED BY	Higher Education Department, Government of Odisha

**HIGHER EDUCATION DEPARTMENT
LOKASEVA BHAWAN
BHUBANESWAR - 751001**

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How to Use This Manual

This manual explains, step by step, how a student of the 2nd Year or 3rd Year of an Under-Graduate (U.G.) course applies online for re-admission through the SAMS Portal. Each stage of the process is described in words and illustrated with a screenshot of the corresponding portal screen.

Highlighted information boxes are used throughout the manual to draw attention to points that require particular care. Their meanings are given below.

BOX	MEANING
NOTE	Additional information or clarification relating to the step being described.
IMPORTANT	A condition or restriction that must be observed; overlooking it may affect the re-admission request.
RESULT	The outcome that appears on the portal once the preceding action has been completed.

1. Step 1 — Fee Waiver under the Gyanodaya – Shikshya Ru Samruddhi Scheme

As per the approved timeline, with effect from the Academic Session **2026-27**, the Government of Odisha has approved the implementation of the **“Gyanodaya - Shikshya Ru Samruddhi”** scheme.

Under the scheme, eligible students pursuing U.G. and P.G. Regular Mode programmes in the following institutions shall be entitled to free education, subject to the eligibility criteria and other provisions notified by the Government from time to time:

- **State Public Universities**
- **Government Colleges**
- **Non-Government Aided Colleges participating under the SAMS**

Accordingly, it has been decided that the benefits of the “Gyanodaya - Shikshya Ru Samruddhi” Scheme shall also be extended to the re-admission fees payable by eligible students of the following categories, pursuing Regular Mode programmes in the aforesaid Higher Education Institutions (HEIs):

- **2nd Year and 3rd Year U.G. Courses**
- **2nd Year P.G. Courses**

IMPORTANT: Under the Scheme, all fees payable to the institution at the time of re-admission, **except the Examination Fee**, shall be borne by the Government and released directly to the respective HEIs in accordance with the fund flow mechanism prescribed in the Operational Guidelines of the Scheme.

NOTE: Accordingly, all eligible HEIs shall ensure that **no re-admission fee, other than the Examination Fee, is collected from eligible students** at the time of re-admission for the Academic Session 2026-27.

2. Step 2 — Online Re-Admission through the SAMS Portal

From the Academic Session 2026-27, the re-admission process for all students admitted under **Regular Mode** and **Self-Financing Mode** programmes shall be conducted **online through the SAMS Portal**.

IMPORTANT: The earlier practice of **offline re-admission followed by post-process data entry by the institutions** has been discontinued.

2.1 Student Login and Submission of Re-Admission Request

1. Students shall log in to the SAMS Portal using their existing **User ID** and **Password**.
2. The Portal will automatically display the student's admitted institution, course, subject, programme mode, academic year, and previous admission details.
3. After verifying the displayed information, the student shall complete the following actions:
 - Confirm whether he/she has maintained the prescribed **75% attendance** during the previous academic session.
 - Provide consent to the attendance requirement and other applicable terms and conditions.
 - Submit the online re-admission request.

RESULT: UPON successful submission, the re-admission request shall be forwarded to the concerned Higher Education Institution (HEI) for verification and further processing.

3. Step-by-Step Procedure on the SAMS Portal

3.1 Re-Admission Login

To initiate the online re-admission process, the student shall access the **Student Login (UG)** page as shown in **Figure 1**. On this page, the student shall:

1. Select the applicable **Year** (i.e. 2nd Year or 3rd Year).
2. Enter the **registered Mobile Number / User ID**.
3. Enter the **Password**.
4. Enter the **Captcha Code** displayed on the screen.
5. Click on the **Sign In** button to log in to the SAMS Portal.

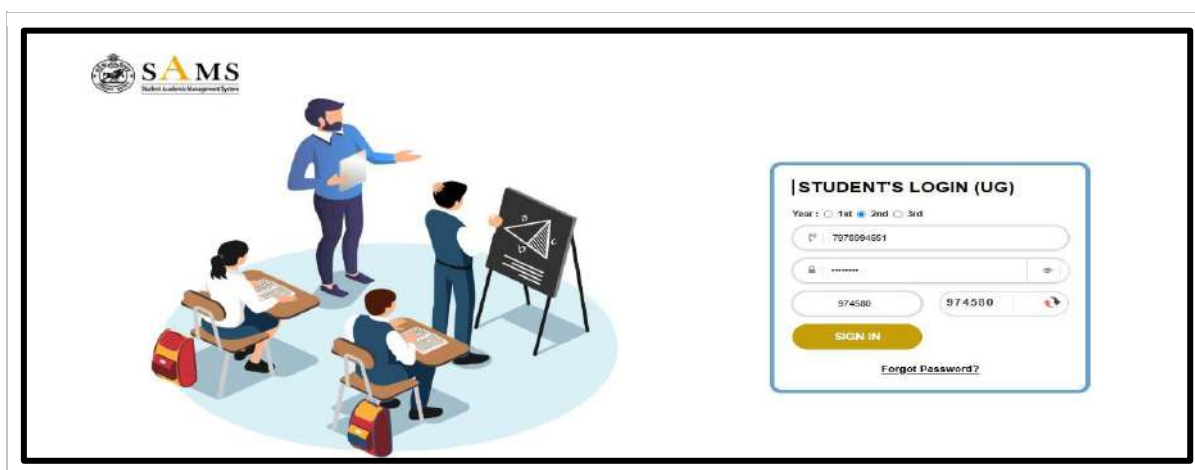


Figure 1 | Re-Admission Login Screen

6. To simplify the re-admission process for 2nd and 3rd Year students, the Forgot Password facility has been streamlined.
7. Providing the registered e-mail ID is not mandatory for resetting the password.
8. Students can reset their password only through OTP verification Code sent to their registered mobile number.
9. If the registered mobile number is no longer available or has been changed, the student shall inform the concerned Higher Education Institution.
10. Upon verification, the registered mobile number shall be updated in the SAMS Portal, following which the student may use the Forgot Password facility to reset the password through OTP verification.

FORGOT PASSWORD – STUDENT INSTRUCTIONS
Follow these steps to generate a new password

1 START HERE
Step 1: Open the Student Login (UG) page and click "Forgot Password?".

2 REQUEST OTP
Step 2: Enter your registered Mobile Number and Email ID.
Step 3: Click "GENERATE OTP".

3 VERIFY & RESET PASSWORD
Step 5: Enter the Verification Code.
Step 6: Enter a new Password (at least 8 characters).
Step 7: Re-enter the password in "Confirm Password".
Step 8: Click "Submit" to save the new password.

IMPORTANT NOTE
Use only your registered mobile number and email ID.
Check SMS and email inbox/spam folder for OTP.
Keep your password secure and do not share it with others.
Need Help? Contact your College / University Helpdesk for assistance.

Figure 2 | Forgot Password Screen

3.2 Re-Admission Dashboard

After successful login, the **Re-Admission Dashboard** will be displayed, showing the student's academic details, including the Barcode Number, Name, Course, Major Subject, Year, Stream, Institution, Attendance Status and programme mode.

Welcome, HARSHA IPSITA BEHERA
Re-admission Window is OPEN
05/03/2026-31/03/2026

My Academic Details

Barcode No.	260000207
Name	HARSHA IPSITA BEHERA
Course	Begree (UG)
Major Subject	English
Year	2nd Year
Stream	Arts
Institution	Rama Devi Women's University, Bhubaneswar (Etwahle RD Autonomous College)
Attendance	N/A
Programme Mode	Regular

Request Status

Institution	Rama Devi Women's University, Bhubaneswar (Etwahle RD Autonomous College)
Submitted On	N/A
HEI Action	Pending
Eligible under Gyanodaya Scheme	N/A
Remarks	N/A

Re-admission Request
Pending Submission

HEI Verification
Not Started

Admitted HEI Approval
Not Started

Re-admission Request

Figure 3 | Re-Admission Dashboard Login Screen

- The Students must verify all displayed academic details and have any discrepancy corrected by the concerned HEI/University before submitting the re-admission request.
- Once the details are verified, the student may click on the **Raise Re-Admission Request** button to proceed with the online re-admission process.

3.3 Submission of Re-Admission Details

The **Re-Admission Details** page displays the applicant's academic information. The student shall verify the details and answer the following question:

“Is your attendance 75% and above in the previous academic session?”

- If “Yes” is selected, the **Declaration for Re-Admission under the Gyanodaya - Shikshya Ru Samruddhi Scheme** will be displayed.
- The student shall read the declaration, confirm acceptance of the terms and conditions, and click **Submit** to complete the re-admission request.

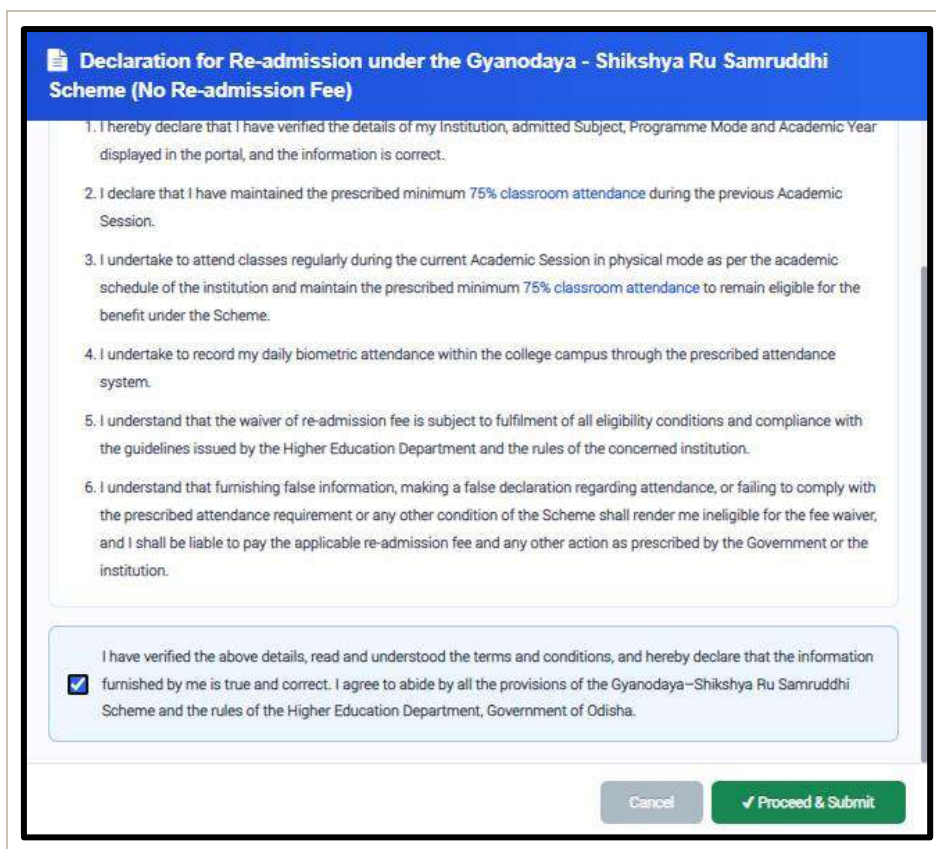
The screenshot shows a web form titled "Re-admission Details". At the top, there are "Submit" and "View" buttons. The form is divided into two main sections. The first section, "Applicant Information", contains several input fields: "Roll No." with the value "2500002037", "Applicant Name" with "HARSHA PRISTA BEHERA", "Roll Key" with "BA20-052", "Institution" with "Bama Devi Women's University, Bhubaneswar (Entirely RD Autonomous College)", "Stream" with "Arts", and "English". The second section, "Eligibility Confirmation", contains a question: "Is your attendance 75% and above in the previous academic session?". Below this question are two radio buttons, "Yes" and "No". At the bottom right of the form is a green "Submit" button.

Figure 4 | Re-Admission Details Submit Screen

NOTE: By submitting the request, the student declares that the information furnished is true and agrees to abide by the provisions of the **Gyanodaya - Shikshya Ru Samruddhi Scheme** and the guidelines of the Higher Education Department, Government of Odisha.

3.4 Declaration under the Gyanodaya Scheme

The declaration displayed on the screen, as shown in **Figure 4**, shall be read carefully. The student shall select the confirmation check-box and then click **Proceed & Submit** to continue.



The screenshot shows a web form titled "Declaration for Re-admission under the Gyanodaya - Shikshya Ru Samruddhi Scheme (No Re-admission Fee)". It contains six numbered declaration points regarding attendance and eligibility. At the bottom, there is a checkbox for agreement, which is checked, and two buttons: "Cancel" and "Proceed & Submit".

Declaration for Re-admission under the Gyanodaya - Shikshya Ru Samruddhi Scheme (No Re-admission Fee)

1. I hereby declare that I have verified the details of my Institution, admitted Subject, Programme Mode and Academic Year displayed in the portal, and the information is correct.
2. I declare that I have maintained the prescribed minimum 75% classroom attendance during the previous Academic Session.
3. I undertake to attend classes regularly during the current Academic Session in physical mode as per the academic schedule of the institution and maintain the prescribed minimum 75% classroom attendance to remain eligible for the benefit under the Scheme.
4. I undertake to record my daily biometric attendance within the college campus through the prescribed attendance system.
5. I understand that the waiver of re-admission fee is subject to fulfilment of all eligibility conditions and compliance with the guidelines issued by the Higher Education Department and the rules of the concerned institution.
6. I understand that furnishing false information, making a false declaration regarding attendance, or failing to comply with the prescribed attendance requirement or any other condition of the Scheme shall render me ineligible for the fee waiver, and I shall be liable to pay the applicable re-admission fee and any other action as prescribed by the Government or the institution.

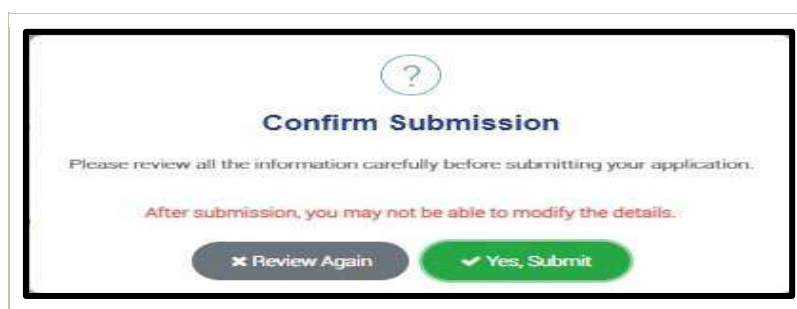
☒ I have verified the above details, read and understood the terms and conditions, and hereby declare that the information furnished by me is true and correct. I agree to abide by all the provisions of the Gyanodaya-Shikshya Ru Samruddhi Scheme and the rules of the Higher Education Department, Government of Odisha.

Figure 4 | Re-Admission Declaration Screen

3.5 Confirmation of Submission

After clicking **Submit**, a confirmation pop-up will be displayed. The student shall review the entered information before final submission.

- Click **Review Again** to return to the previous page and make changes, if required.
- Click **Yes, submit** to confirm and submit the online re-admission request.



The screenshot shows a confirmation pop-up window titled "Confirm Submission" with a question mark icon. It contains a warning message and two buttons: "Review Again" and "Yes, Submit".

Confirm Submission

Please review all the information carefully before submitting your application.

After submission, you may not be able to modify the details.

Figure 5 | Re-Admission Submission Screen

IMPORTANT: Once the re-admission request is submitted, the details cannot be modified.

3.6 Successful Submission of the Request

Upon successful submission, a confirmation message **"Request Submitted Successfully"** will be displayed. Click **OK** to view the submitted re-admission application.

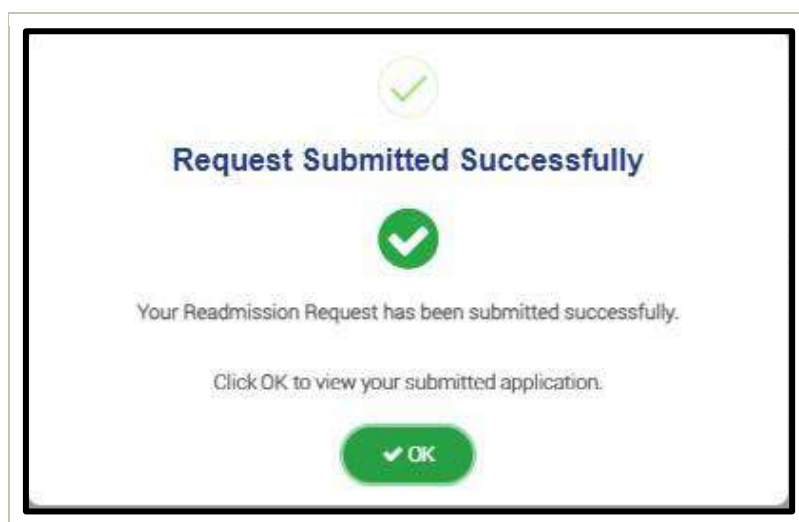


Figure 6 | Re-Admission Request Submitted Successfully Screen

3.7 Viewing the Submitted Re-Admission Details

The **View** tab will display the submitted re-admission details, including the applicant's information and the current **Re-Admission Status**. The status will initially be shown as **Pending** until it is verified and approved by the concerned Higher Education Institution (HEI).

Add View		ReAdmission Details								
BARCODE NO.	APPLICANT NAME	FATHER'S NAME	NAME OF THE HEI	ROLL NO.	MAJOR-I/MINOR	APAR ID	REASON	ATTENDANCE IS 75% AND ABOVE	PROMOTED TO NEXT CLASS	RE-ADMISSION STATUS
230000207	HANSHAPATI BEHERA	SHANKAR PIVASAD BEHERA	Rama Devi Women's University, Shubaneswar (First White NO Autonomous College)	BA25392	English			Yes	No	Pending

Figure 7 | Re-Admission Details Screen

NOTE: Students may log in to the SAMS Portal at any time to track the status of their re-admission request.

4. Key Points to Remember

- From the Academic Session **2026-27**, re-admission for both Regular Mode and Self-Financing Mode programmes is carried out **online through the SAMS Portal only**.
- All fees payable to the institution at the time of re-admission, **except the Examination Fee**, are borne by the Government for eligible students under the Gyanodaya - Shikshya Ru Samruddhi Scheme.
- Eligible HEIs shall not collect any re-admission fee other than the Examination Fee for the Academic Session 2026-27.
- A minimum of **75% attendance** in the previous academic session must be confirmed while submitting the request.

- Any discrepancy in the academic details shown on the dashboard must be corrected by the concerned HEI or University **before** the request is submitted.
 - Once submitted, the re-admission details **cannot be modified**.
 - The request remains in **Pending** status until it is verified and approved by the concerned HEI, and the status may be tracked at any time on the SAMS Portal.
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